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The Inventory Field Guide

Alberta Inventory of Potential
Historic Sites

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INTRODUCTION

With the passing of the Alberta Heritage Act in 1973 (revised in 1980), new emphasis was placed on the documentation and preservation of historic features in our province. In 1974, an independent Historic Sites Service was created. By 1976 the Alberta Inventory of Potential Historic Sites became an active programme in the organization.

The Historic Sites Service is primarily concerned with the architectural and historical information on sites and structures pre-dating 1935. However, later entries are also accepted and are, in some cases, essential. While most documentation concentrates on buildings, other structures such as bridges, fences, towers, as well as certain locations associated with special events or unusual natural features are also of interest. The sites of particular concern are those which are in danger of radical alteration or demolition. If these are not recorded, the buildings and structures which contribute to an understanding of our historic past may vanish without a trace.

The main objective of the manual is to keep the description of the sites consistent. The three most important elements needed to complete the forms are the exact address or legal description, the provision of photographs, and the date of construction (if dealing with a building or other structure). While the basic architectural features should be noted, an in-depth analysis of the styling can be done at a later time by the Historic Sites Service staff. The manual explains how to complete the form section by section. To facilitate the completion of the form, notes on how to photograph buildings, an architectural features guide, surveying instructions and an outline of sources to obtain historical information are included in the manual. Please refer any additional questions either to your Inventory Field Officer or the Inventory Co-ordinator of the Historic Sites Service - Alberta Culture.

Diana Thomas Kordan
Head of the Inventory Programme
Second Printing
December, 1987

**INVENTORY
SITE FORM**

TYPE

SUB TYPE

Acc. Number

Research File #

Legal

Address

Town

Name

Date of Construction

Original Use

/Active/Occasional Use Abandoned Ruins Demolished

Condition (Good) Fair Poor

LSB

LOT

Block

PLAN

County

City

Style

Present Use

Dimensions

Alterations

View

EAST FACADE

Date of Photo

JANUARY 24, 1986

Source

CHARL JACKS

Negative Number

36R 58-12

View

WEST REAR VIEW

Date of Photo

JANUARY 24, 1986

Source

CHARL JACKS

Negative Number

36R 58-19

ARCHITECTURE

Architect: Builder: Painter: Designer: Engineer: Craftsman: Decorator: Contractor:

Contractor

Foundation

Structure

Covering

Roof Type

Roof Covering

Plan Shape

Number of Stories

Exterior Details

Interior Details

Hardware

Setting

Environment

Landscaping

Remarks

History

Persons

Events

Trends

Comments

Sources

Designation Status

Form Completed on

Site Inspection on

Address

Phone

Form Completed on

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Site Inspection on

STEP-BY-STEP GUIDE FOR INVENTORY SITE FORM COMPLETION

General Guidelines

1. Please print or type in CAPITAL letters, using black ink, so that future xerox copying of the forms will be clear.
2. When several buildings or structures are involved in a site complex (e.g. a farm or mine), please fill out one form for the overall site and individual forms for each of the structures.
3. Only fill in the boxes which are indicated in the Step-by-Step Guide.
4. Follow the step-by-step guide to complete the forms the first few times to get familiar with the procedure. If you do not know how to locate the information asked for, refer to the outline of sources for historical information on page 27. After you have done a few sites, you will may only have to refer to the architectural guide of the manual from time to time.

SIDE ONE OF FORM

I Filing Information

Leave This Section Blank

**INVENTORY
SITE FORM**

TYPE

SUB-TYPE

Acc Number

Research File R

Legal

Address

Town

Name

Date of Construction

Original Use

Active Occasional Use/Abandoned/Ruins/Demolished

Condition Good/Fair/Poor

Style

Present Use

Dimensions

Alterations

View

EAST FACADE

Date of Photo

JANUARY 29, 1986

Source

CAROL JACKS

Negative Number

86R 58-12

View

WEST REAR VIEW

Date of Photo

JANUARY 29, 1986

Source

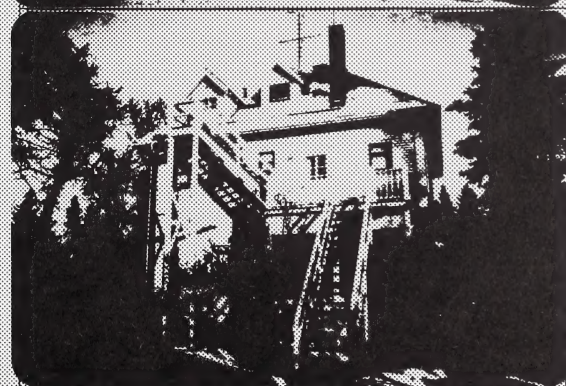
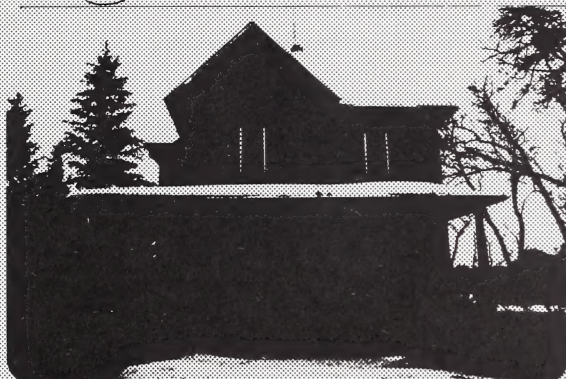
CAROL JACKS

Negative Number

86R 58-19

NUMERIC 0 1 2 5

ALPHA A I Z S X 9



II. Site Locational Information (Urban Sites)

Urban Sites

Information Required	Listed On Form as	Fill In Boxes	Instruction/Comments
Lot Number	LOT	26	Not always available or applicable.
Block Number	BLOCK	29	Not always available or applicable.
Plan Number	PLAN		
Street No.	Same	41	
Street Name		46	
Town	Town		For urban sites print the name of the hamlet, town or city.
County	County		Print either the name or number of the County, I.D., M.D., or Special Area.
Urban or Rural	Same		Circle Urban category.

**INVENTORY
SITE FORM**

TYPE

SUB-TYPE

Acc. Number

Research File #

Legal

Address

Town

Name

Date of Construction

Original Use

Active/ Occasional Use/ Abandoned/ Ruins/ Demolished

Condition Good/ Fair/ Poor

Style

Present Use

Dimensions

Alterations

View

EAST FACADE

Date of Photo

JANUARY 29, 1986

Source

CAROL JACKS

Negative Number

84R 58-12

View

WEST REAR VIEW

Date of Photo

JANUARY 29, 1986

Source

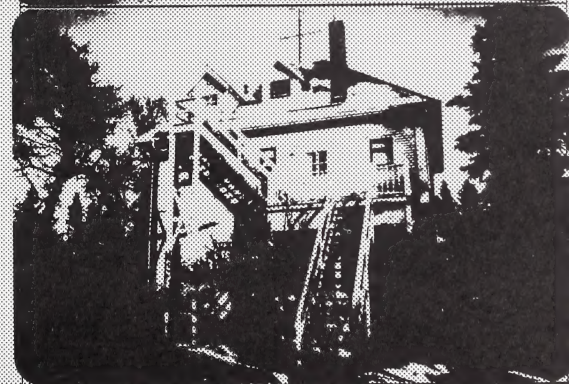
CAROL JACKS

Negative Number

80R 58-19

NUMERIC 0 1 2 5

ALPHA 0 1 2 5 9



II. Site Locational Information (Rural Sites)

Rural Sites

Information Required	Listed On Form as	Fill In Boxes	Instruction/Comments
Legal Sub-division	LSD	13	This information is not always available or applicable.
Quarter-Section	1/4	15	List the appropriate quarter section: northwest (NW), northeast (NE)southwest (SW), southeast (SE)
Section	S	17	
Township	T	19	
Range	R	22	
Meridian	W-M	24	"west of the __meridian line".
Town	Town		For rural sites print the word "NEAR" before the name of the nearest town.
County	County		Print either the name or the number of the County, I.D., M.D., or Special Area.
Urban or Rural	Same		Circle Rural Category.

**INVENTORY
SITE FORM**

TYPE

SUB-TYPE

Acc. Number

Research File R

Legal

Address

Town

Name

Date of Construction

Original Use

(Active/ Occasional Use/ Abandoned/ Ruins/ Demolished)

Condition (Good/ Fair/ Poor)

12

25

41

46

71

76

81

86

91

96

101

106

111

116

121

126

131

136

141

146

151

156

161

166

171

176

181

186

191

196

201

206

211

216

221

226

12

25

41

46

71

76

81

86

91

96

101

106

111

116

121

126

131

136

141

146

151

156

161

166

171

176

181

186

191

196

201

206

211

216

221

226

12

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46

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76

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101

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111

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121

126

131

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141

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171

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191

196

201

206

211

216

221

226

12

25

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46

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76

81

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101

106

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116

121

126

131

136

141

146

151

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166

171

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191

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201

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211

216

221

226

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76

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96

101

106

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116

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126

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136

141

146

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181

186

191

196

201

206

211

216

221

226

12

25

41

46

71

76

81

86

91

96

101

106

111

116

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126

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136

141

146

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186

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201

206

211

216

221

226

12

25

41

46

71

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101

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141

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216

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101

106

111

116

121

126

131

136

141

146

151

156

161

166

171

176

181

186

191

196

201

206

211

216

221

226

12

25

41

46

71

76

81

86

91

III. Site Name, Use and Condition Section

Information Required	Listed On Form as	Fill In Boxes	Instruction/Comments
Name of Site	Name		
Date of Construction	Same	78	If the date is unknown, leave it blank. If the date is approximate use the letter "C" (circa) before the date. Sources for date should be listed on the back of the form under heading "Sources".
Style - Leave Blank.			
Original Use of the Site	Original Use		Indicated the original purpose of the structure/site (store, residence, hall, church, etc.)
Present Use of the Site	Present Use		Fill this section in if the present use has changed from original use.
Amount of Present Use	Active/ Occasional Use/ Abandoned/Ruins/ Demolished		Circle most appropriate category.
Dimensions of the Structure or of the Site	Dimensions	92& 95	Normally measured in meters. Write "Ft" before box 92 if in feet. Write "C" before box 92 if approximate.
Condition of Site	Condition Alterations		How well has the building/ structure been maintained? Circle GOOD - FAIR - POOR What has been added to the original building, structure or site?

Alberta

CULTURE
HISTORIC SITES

INVENTORY SITE FORM

TYPE

SUB-TYPE

Act. Number

Research File #

Legal

Address

Town

Name

Date of Construction

Original Use

Active/Occasional Use/Abandoned/Ruins/Demolished

Condition/Good/Fair/Poor

County

Style

Present Use

Dimensions

Alterations

Urban/Rural

0 1 2 5

NUMERIC

ALPHA 0 1 2 5 X B



View

EAST FACADE

Date of Photo

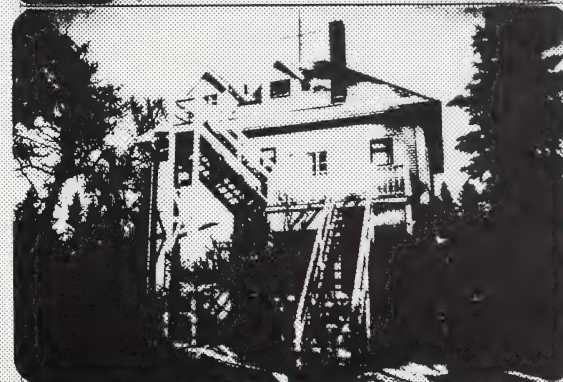
JANUARY 29, 1986

Source

CAROL JACKS

Negative Number

86R 58-12



View

WEST REAR VIEW

Date of Photo

JANUARY 29, 1986

Source

CAROL JACKS

Negative Number

86R 58-14

IV. Pictorial Section

The two attached photographs of the site (preferably 3" x 5" black and white prints) should show either opposing angles, a frontal shot and an interesting trim feature, or pictures of the sites from different time periods (modern and historic). If the structure is particularly complex or interesting, several additional views should be taken, including a general view of the location of the structure relative to the surrounding site.

Information Required	Listed On Form as	Fill In Boxes	Instruction/Comments
Angle From Which the Photo was Taken	View		Indicate, for example, if the photo was taken from the northwest corner, west rear view, or south facade, etc.
Date photograph was taken	Date of Photo		
Name of the Photographer or source of the Photograph	Source		Print either the photographers name or the name of the collection/publication the photo came from.
Filing Number for the Photo Negative	Negative Number		Leave this space blank until the Inventory Field Officer has assigned numbers to the roll of film used.

INVENTORY
SITE FORM

TYPE
SUB-TYPE

Acc. Number

Research File R

Legal

Address

Town

Name

Date of Construction

Original Use

Active Occasional Use/Abandoned/Runs/Demolished

Condition Good/Fair/Poor

LSD

LOT

BLOCK

PLAN

County

COUNTY 14

Style

Present Use

Dimensions

Alterations

View

EAST FACADE

Date of Photo

JANUARY 29, 1986

Source

CAROL JACKS

Negative Number

86R 58-12

View

WEST REAR VIEW

Date of Photo

JANUARY 29, 1986

Source

CAROL JACKS

Negative Number

86R 58-19

NUMERIC
0
1
2
3
4
5
6
7
8
9

ALPHA
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z



SIDE TWO OF THE FORM

V. Architectural Section

Refer to the Architectural Features Guide on page 20 for a list of options in each category.

Information Required	Listed On Form as	Fill In Boxes	Instruction/Comments
Important People Associated with the <u>Construction</u> of the Building or Structure	Architect/Builder Patron/Designer/ Craftsman/Decorator Contractor		Circle the appropriate reference. Put the first name of the person beginning with box 2. Put the last name in the box beginning with 16. If more than one party was involved, list them in the immediate space or in the Comments Section.
Foundation Material	Foundation		
Basic Structural Material	Structure		
Exterior Finish Material	Covering		
Roof Type	Roof Type		
Roofing Materials	Roof Covering		
Shape of the Building or Structure (Top View)	Plan Shape		
Number of Storeys	Number of Storeys		

ARCHITECTURE

Architect / Builder / Patron / Designer / Engineer / Craftsman / Decorator / Contractor

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 36 ☐ 37 ☐ 38 ☐ 39 ☐ 40 ☐ 41 ☐ 42 ☐ 43 ☐ 44 ☐ 45 ☐ 46 ☐ 47 ☐ 48 ☐ 49 ☐ 50 ☐ 51 ☐ 52 ☐ 53 ☐ 54 ☐ 55 ☐ 56 ☐ 57 ☐ 58 ☐ 59 ☐ 60 ☐ 61 ☐ 62 ☐ 63 ☐ 64 ☐ 65 ☐ 66 ☐ 67 ☐ 68 ☐ 69 ☐ 70 ☐ 71 ☐ 72 ☐ 73 ☐ 74 ☐ 75 ☐ 76 ☐ 77 ☐ 78 ☐ 79 ☐ 80 ☐ 81 ☐ 82 ☐ 83 ☐ 84 ☐ 85 ☐ 86 ☐ 87 ☐ 88 ☐ 89 ☐ 90 ☐ 91 ☐ 92 ☐ 93 ☐ 94 ☐ 95 ☐ 96 ☐ 97 ☐ 98 ☐ 99 ☐ 100 ☐ 101 ☐ 102 ☐ 103 ☐ 104 ☐ 105 ☐ 106 ☐ 107 ☐ 108 ☐ 109 ☐ 110 ☐ 111 ☐ 112 ☐ 113 ☐ 114 ☐ 115 ☐ 116 ☐ 117 ☐ 118 ☐ 119 ☐ 120 ☐ 121 ☐ 122 ☐ 123 ☐ 124 ☐ 125 ☐ 126 ☐ 127 ☐ 128 ☐ 129 ☐ 130 ☐ 131 ☐ 132 ☐ 133 ☐ 134 ☐ 135 ☐ 136 ☐ 137 ☐ 138 ☐ 139 ☐ 140 ☐ 141 ☐ 142 ☐ 143 ☐ 144 ☐ 145 ☐ 146 ☐ 147 ☐ 148 ☐ 149 ☐ 150 ☐ 151 ☐ 152 ☐ 153 ☐ 154 ☐ 155 ☐ 156 ☐ 157 ☐ 158 ☐ 159 ☐ 160 ☐ 161 ☐ 162 ☐ 163 ☐ 164 ☐ 165 ☐ 166 ☐ 167 ☐ 168 ☐ 169 ☐ 170 ☐ 171 ☐ 172 ☐ 173 ☐ 174 ☐ 175 ☐ 176 ☐ 177 ☐ 178 ☐ 179 ☐ 180 ☐ 181 ☐ 182 ☐ 183 ☐ 184 ☐ 185 ☐ 186 ☐ 187 ☐ 188 ☐ 189 ☐ 190 ☐ 191 ☐ 192 ☐ 193 ☐ 194 ☐ 195 ☐ 196 ☐ 197 ☐ 198 ☐ 199 ☐ 200 ☐ 201 ☐ 202 ☐ 203 ☐ 204 ☐ 205 ☐ 206 ☐ 207 ☐ 208 ☐ 209 ☐ 210 ☐ 211 ☐ 212 ☐ 213 ☐ 214 ☐ 215 ☐ 216 ☐ 217 ☐ 218 ☐ 219 ☐ 220 ☐ 221 ☐ 222 ☐ 223 ☐ 224 ☐ 225 ☐ 226 ☐ 227 ☐ 228 ☐ 229 ☐ 230 ☐ 231 ☐ 232 ☐ 233 ☐ 234 ☐ 235 ☐ 236 ☐ 237 ☐ 238 ☐ 239 ☐ 240 ☐ 241 ☐ 242 ☐ 243 ☐ 244 ☐ 245 ☐ 246 ☐ 247 ☐ 248 ☐ 249 ☐ 250 ☐ 251 ☐ 252 ☐ 253 ☐ 254 ☐ 255 ☐ 256 ☐ 257 ☐ 258 ☐ 259 ☐ 260 ☐ 261 ☐ 262 ☐ 263 ☐ 264 ☐ 265 ☐ 266 ☐ 267 ☐ 268 ☐ 269 ☐ 270 ☐ 271 ☐ 272 ☐ 273 ☐ 274 ☐ 275 ☐ 276 ☐ 277 ☐ 278 ☐ 279 ☐ 280 ☐ 281 ☐ 282 ☐ 283 ☐ 284 ☐ 285 ☐ 286 ☐ 287 ☐ 288 ☐ 289 ☐ 290 ☐ 291 ☐ 292 ☐ 293 ☐ 294 ☐ 295 ☐ 296 ☐ 297 ☐ 298 ☐ 299 ☐ 300 ☐ 301 ☐ 302 ☐ 303 ☐ 304 ☐ 305 ☐ 306 ☐ 307 ☐ 308 ☐ 309 ☐ 310 ☐ 311 ☐ 312 ☐ 313 ☐ 314 ☐ 315 ☐ 316 ☐ 317 ☐ 318 ☐ 319 ☐ 320 ☐ 321 ☐ 322 ☐ 323 ☐ 324 ☐ 325 ☐ 326 ☐ 327 ☐ 328 ☐ 329 ☐ 330 ☐ 331 ☐ 332 ☐ 333 ☐ 334 ☐ 335 ☐ 336 ☐ 337 ☐ 338 ☐ 339 ☐ 340 ☐ 341 ☐ 342 ☐ 343 ☐ 344 ☐ 345 ☐ 346 ☐ 347 ☐ 348 ☐ 349 ☐ 350 ☐ 351 ☐ 352 ☐ 353 ☐ 354 ☐ 355 ☐ 356 ☐ 357 ☐ 358 ☐ 359 ☐ 360 ☐ 361 ☐ 362 ☐ 363 ☐ 364 ☐ 365 ☐ 366 ☐ 367 ☐ 368 ☐ 369 ☐ 370 ☐ 371 ☐ 372 ☐ 373 ☐ 374 ☐ 375 ☐ 376 ☐ 377 ☐ 378 ☐ 379 ☐ 380 ☐ 381 ☐ 382 ☐ 383 ☐ 384 ☐ 385 ☐ 386 ☐ 387 ☐ 388 ☐ 389 ☐ 390 ☐ 391 ☐ 392 ☐ 393 ☐ 394 ☐ 395 ☐ 396 ☐ 397 ☐ 398 ☐ 399 ☐ 400 ☐ 401 ☐ 402 ☐ 403 ☐ 404 ☐ 405 ☐ 406 ☐ 407 ☐ 408 ☐ 409 ☐ 410 ☐ 411 ☐ 412 ☐ 413 ☐ 414 ☐ 415 ☐ 416 ☐ 417 ☐ 418 ☐ 419 ☐ 420 ☐ 421 ☐ 422 ☐ 423 ☐ 424 ☐ 425 ☐ 426 ☐ 427 ☐ 428 ☐ 429 ☐ 430 ☐ 431 ☐ 432 ☐ 433 ☐ 434 ☐ 435 ☐ 436 ☐ 437 ☐ 438 ☐ 439 ☐ 440 ☐ 441 ☐ 442 ☐ 443 ☐ 444 ☐ 445 ☐ 446 ☐ 447 ☐ 448 ☐ 449 ☐ 450 ☐ 451 ☐ 452 ☐ 453 ☐ 454 ☐ 455 ☐ 456 ☐ 457 ☐ 458 ☐ 459 ☐ 460 ☐ 461 ☐ 462 ☐ 463 ☐ 464 ☐ 465 ☐ 466 ☐ 467 ☐ 468 ☐ 469 ☐ 470 ☐ 471 ☐ 472 ☐ 473 ☐ 474 ☐ 475 ☐ 476 ☐ 477 ☐ 478 ☐ 479 ☐ 480 ☐ 481 ☐ 482 ☐ 483 ☐ 484 ☐ 485 ☐ 486 ☐ 487 ☐ 488 ☐ 489 ☐ 490 ☐ 491 ☐ 492 ☐ 493 ☐ 494 ☐ 495 ☐ 496 ☐ 497 ☐ 498 ☐ 499 ☐ 500 ☐ 501 ☐ 502 ☐ 503 ☐ 504 ☐ 505 ☐ 506 ☐ 507 ☐ 508 ☐ 509 ☐ 510 ☐ 511 ☐ 512 ☐ 513 ☐ 514 ☐ 515 ☐ 516 ☐ 517 ☐ 518 ☐ 519 ☐ 520 ☐ 521 ☐ 522 ☐ 523 ☐ 524 ☐ 525 ☐ 526 ☐ 527 ☐ 528 ☐ 529 ☐ 530 ☐ 531 ☐ 532 ☐ 533 ☐ 534 ☐ 535 ☐ 536 ☐ 537 ☐ 538 ☐ 539 ☐ 540 ☐ 541 ☐ 542 ☐ 543 ☐ 544 ☐ 545 ☐ 546 ☐ 547 ☐ 548 ☐ 549 ☐ 550 ☐ 551 ☐ 552 ☐ 553 ☐ 554 ☐ 555 ☐ 556 ☐ 557 ☐ 558 ☐ 559 ☐ 560 ☐ 561 ☐ 562 ☐ 563 ☐ 564 ☐ 565 ☐ 566 ☐ 567 ☐ 568 ☐ 569 ☐ 570 ☐ 571 ☐ 572 ☐ 573 ☐ 574 ☐ 575 ☐ 576 ☐ 577 ☐ 578 ☐ 579 ☐ 580 ☐ 581 ☐ 582 ☐ 583 ☐ 584 ☐ 585 ☐ 586 ☐ 587 ☐ 588 ☐ 589 ☐ 590 ☐ 591 ☐ 592 ☐ 593 ☐ 594 ☐ 595 ☐ 596 ☐ 597 ☐ 598 ☐ 599 ☐ 600 ☐ 601 ☐ 602 ☐ 603 ☐ 604 ☐ 605 ☐ 606 ☐ 607 ☐ 608 ☐ 609 ☐ 610 ☐ 611 ☐ 612 ☐ 613 ☐ 614 ☐ 615 ☐ 616 ☐ 617 ☐ 618 ☐ 619 ☐ 620 ☐ 621 ☐ 622 ☐ 623 ☐ 624 ☐ 625 ☐ 626 ☐ 627 ☐ 628 ☐ 629 ☐ 630 ☐ 631 ☐ 632 ☐ 633 ☐ 634 ☐ 635 ☐ 636 ☐ 637 ☐ 638 ☐ 639 ☐ 640 ☐ 641 ☐ 642 ☐ 643 ☐ 644 ☐ 645 ☐ 646 ☐ 647 ☐ 648 ☐ 649 ☐ 650 ☐ 651 ☐ 652 ☐ 653 ☐ 654 ☐ 655 ☐ 656 ☐ 657 ☐ 658 ☐ 659 ☐ 660 ☐ 661 ☐ 662 ☐ 663 ☐ 664 ☐ 665 ☐ 666 ☐ 667 ☐ 668 ☐ 669 ☐ 670 ☐ 671 ☐ 672 ☐ 673 ☐ 674 ☐ 675 ☐ 676 ☐ 677 ☐ 678 ☐ 679 ☐ 680 ☐ 681 ☐ 682 ☐ 683 ☐ 684 ☐ 685 ☐ 686 ☐ 687 ☐ 688 ☐ 689 ☐ 690 ☐ 691 ☐ 692 ☐ 693 ☐ 694 ☐ 695 ☐ 696 ☐ 697 ☐ 698 ☐ 699 ☐ 700 ☐ 701 ☐ 702 ☐ 703 ☐ 704 ☐ 705 ☐ 706 ☐ 707 ☐ 708 ☐ 709 ☐ 710 ☐ 711 ☐ 712 ☐ 713 ☐ 714 ☐ 715 ☐ 716 ☐ 717 ☐ 718 ☐ 719 ☐ 720 ☐ 721 ☐ 722 ☐ 723 ☐ 724 ☐ 725 ☐ 726 ☐ 727 ☐ 728 ☐ 729 ☐ 730 ☐ 731 ☐ 732 ☐ 733 ☐ 734 ☐ 735 ☐ 736 ☐ 737 ☐ 738 ☐ 739 ☐ 740 ☐ 741 ☐ 742 ☐ 743 ☐ 744 ☐ 745 ☐ 746 ☐ 747 ☐ 748 ☐ 749 ☐ 750 ☐ 751 ☐ 752 ☐ 753 ☐ 754 ☐ 755 ☐ 756 ☐ 757 ☐ 758 ☐ 759 ☐ 760 ☐ 761 ☐ 762 ☐ 763 ☐ 764 ☐ 765 ☐ 766 ☐ 767 ☐ 768 ☐ 769 ☐ 770 ☐ 771 ☐ 772 ☐ 773 ☐ 774 ☐ 775 ☐ 776 ☐ 777 ☐ 778 ☐ 779 ☐ 780 ☐ 781 ☐ 782 ☐ 783 ☐ 784 ☐ 785 ☐ 786 ☐ 787 ☐ 788 ☐ 789 ☐ 790 ☐ 791 ☐ 792 ☐ 793 ☐ 794 ☐ 795 ☐ 796 ☐ 797 ☐ 798 ☐ 799 ☐ 800 ☐ 801 ☐ 802 ☐ 803 ☐ 804 ☐ 805 ☐ 806 ☐ 807 ☐ 808 ☐ 809 ☐ 810 ☐ 811 ☐ 812 ☐ 813 ☐ 814 ☐ 815 ☐ 816 ☐ 817 ☐ 818 ☐ 819 ☐ 820 ☐ 821 ☐ 822 ☐ 823 ☐ 824 ☐ 825 ☐ 826 ☐ 827 ☐ 828 ☐ 829 ☐ 830 ☐ 831 ☐ 832 ☐ 833 ☐ 834 ☐ 835 ☐ 836 ☐ 837 ☐ 838 ☐ 839 ☐ 840 ☐ 841 ☐ 842 ☐ 843 ☐ 844 ☐ 845 ☐ 846 ☐ 847 ☐ 848 ☐ 849 ☐ 850 ☐ 851 ☐ 852 ☐ 853 ☐ 854 ☐ 855 ☐ 856 ☐ 857 ☐ 858 ☐ 859 ☐ 860 ☐ 861 ☐ 862 ☐ 863 ☐ 864 ☐ 865 ☐ 866 ☐ 867 ☐ 868 ☐ 869 ☐ 870 ☐ 871 ☐ 872 ☐ 873 ☐ 874 ☐ 875 ☐ 876 ☐ 877 ☐ 878 ☐ 879 ☐ 880 ☐ 881 ☐ 882 ☐ 883 ☐ 884 ☐ 885 ☐ 886 ☐ 887 ☐ 888 ☐ 889 ☐ 890 ☐ 891 ☐ 892 ☐ 893 ☐ 894 ☐ 895 ☐ 896 ☐ 897 ☐ 898 ☐ 899 ☐ 900 ☐ 901 ☐ 902 ☐ 903 ☐ 904 ☐ 905 ☐ 906 ☐ 907 ☐ 908 ☐ 909 ☐ 910 ☐ 911 ☐ 912 ☐ 913 ☐ 914 ☐ 915 ☐ 916 ☐ 917 ☐ 918 ☐ 919 ☐ 920 ☐ 921 ☐ 922 ☐ 923 ☐ 924 ☐ 925 ☐ 926 ☐ 927 ☐ 928 ☐ 929 ☐ 930 ☐ 931 ☐ 932 ☐ 933 ☐ 934 ☐ 935 ☐ 936 ☐ 937 ☐ 938 ☐ 939 ☐ 940 ☐ 941 ☐ 942 ☐ 943 ☐ 944 ☐ 945 ☐ 946 ☐ 947 ☐ 948 ☐ 949 ☐ 950 ☐ 951 ☐ 952 ☐ 953 ☐ 954 ☐ 955 ☐ 956 ☐ 957 ☐ 958 ☐ 959 ☐ 960 ☐ 961 ☐ 962 ☐ 963 ☐ 964 ☐ 965 ☐ 966 ☐ 967 ☐ 968 ☐ 969 ☐ 970 ☐ 971 ☐ 972 ☐ 973 ☐ 974 ☐ 975 ☐ 976 ☐ 977 ☐ 978 ☐ 979 ☐ 980 ☐ 981 ☐ 982 ☐ 983 ☐ 984 ☐ 985 ☐ 986 ☐ 987 ☐ 988 ☐ 989 ☐ 990 ☐ 991 ☐ 992 ☐ 993 ☐ 994 ☐ 995 ☐ 996 ☐ 997 ☐ 998 ☐ 999 ☐ 1000 ☐ 1001 ☐ 1002 ☐ 1003 ☐ 1004 ☐ 1005 ☐ 1006 ☐ 1007 ☐ 1008 ☐ 1009 ☐ 1010 ☐ 1011 ☐ 1012 ☐ 1013 ☐ 1014 ☐ 1015 ☐ 1016 ☐ 1017 ☐ 1018 ☐ 1019 ☐ 1020 ☐ 1021 ☐ 1022 ☐ 1023 ☐ 1024 ☐ 1025 ☐ 1026 ☐ 1027 ☐ 1028 ☐ 1029 ☐ 1030 ☐ 1031 ☐ 1032 ☐ 1033 ☐ 1034 ☐ 1035 ☐ 1036 ☐ 1037 ☐ 1038 ☐ 1039 ☐ 1040 ☐ 1041 ☐ 1042 ☐ 1043 ☐ 1044 ☐ 1045 ☐ 1046 ☐ 1047 ☐ 1048 ☐ 1049 ☐ 1050 ☐ 1051 ☐ 1052 ☐ 1053 ☐ 1054 ☐ 1055 ☐ 1056 ☐ 1057 ☐ 1058 ☐ 1059 ☐ 1060 ☐ 1061 ☐ 1062 ☐ 1063 ☐ 1064 ☐ 1065 ☐ 1066 ☐ 1067 ☐ 1068 ☐ 1069 ☐ 1070 ☐ 1071 ☐ 1072 ☐ 1073 ☐ 1074 ☐ 1075 ☐ 1076 ☐ 1077 ☐ 1078 ☐ 1079 ☐ 1080 ☐ 1081 ☐ 1082 ☐ 1083 ☐ 1084 ☐ 1085 ☐ 1086 ☐ 1087 ☐ 1088 ☐ 1089 ☐ 1090 ☐ 1091 ☐ 1092 ☐ 1093 ☐ 1094 ☐ 1095 ☐ 1096 ☐ 1097 ☐ 1098 ☐ 1099 ☐ 1100 ☐ 1101 ☐ 1102 ☐ 1103 ☐ 1104 ☐ 1105 ☐ 1106 ☐ 1107 ☐ 1108 ☐ 1109 ☐ 1110 ☐ 1111 ☐ 1112 ☐ 1113 ☐ 1114 ☐ 1115 ☐ 1116 ☐ 1117 ☐ 1118 ☐ 1119 ☐ 1120 ☐ 1121 ☐ 1122 ☐ 1123 ☐ 1124 ☐ 1125 ☐ 1126 ☐ 1127 ☐ 1128 ☐ 1129 ☐ 1130 ☐ 1131 ☐ 1132 ☐ 1133 ☐ 1134 ☐ 1135 ☐ 1136 ☐ 1137 ☐ 1138 ☐ 1139 ☐ 1140 ☐ 1141 ☐ 1142 ☐ 1143 ☐ 1144 ☐ 1145 ☐ 1146 ☐ 1147 ☐ 1148 ☐ 1149 ☐ 1150 ☐ 1151 ☐ 1152 ☐ 1153 ☐ 1154 ☐ 1155 ☐ 1156 ☐ 1157 ☐ 1158 ☐ 1159 ☐ 1160 ☐ 1161 ☐ 1162 ☐ 1163 ☐ 1164 ☐ 1165 ☐ 1166 ☐ 1167 ☐ 1168 ☐ 1169 ☐ 1170 ☐ 1171 ☐ 1172 ☐ 1173 ☐ 1174 ☐ 1175 ☐ 1176 ☐ 1177 ☐ 1178 ☐ 1179 ☐ 1180 ☐ 1181 ☐ 1182 ☐ 1183 ☐ 1184 ☐ 1185 ☐ 1186 ☐ 1187 ☐ 1188 ☐ 1189 ☐ 1190 ☐ 1191 ☐ 1192 ☐ 1193 ☐ 1194 ☐ 1195 ☐ 1196 ☐ 1197 ☐ 1198 ☐ 1199 ☐ 1200 ☐ 1201 ☐ 1202 ☐ 1203 ☐ 1204 ☐ 1205 ☐ 1206 ☐ 1207 ☐ 1208 ☐ 1209 ☐ 1210 ☐ 1211 ☐ 1212 ☐ 1213 ☐ 1214 ☐ 1215

VI. Historical Section

Information Required	Listed On Form as	Fill In Boxes	Instruction/Comments
Significant People Associated with the Site	Persons		Print the name of the most important person historically associated to the building or site - first name in box 60 and the last name beginning in box 73. List further names and/or describe the significance of these people in the space provided below.
A Brief Timeline for the Site.	Events		List the events associated with the site chronologically.
Trends - Leave This Section Blank.			

ARCHITECTURE

Architect / Builder / Patron / Designer / Engineer / Craftman / Decorator / Contractor

☐ 17 THOMAS CLARK ☐ 18 KING

CONTRACTOR: GEORGE F. VICKERS

PATRON: MINESLEY NEWMAN

Foundation: FULL BASEMENT
PIPED CONCRETE FOUNDATION

Structure: WOOD FRAME

Covering: CLAPBOARD

Roof Type: MEDIUM HIP

Roof Covering: ASPHALT SHINGLES

Plan Shape: SQUARE

Number of Storeys: TWO AND ONE-HALF

Exterior Details: WOOD ARCHED VERANDAH (OPEN) SUPPORTED BY
WOODEN DORIC COLUMNS. LARGE FACADE GABLE DORMER WITH PALLADIAN WINDOW.
TWO REAR GABLE DORMERS. PLAIN BOLD CORNICE. TWO CHIMNEYS.

Interior Details: OAK FLOOR THROUGHOUT HOUSE. ORIGINAL BRASS
HARDWARE ON DOORS. ORIGINAL LIGHT FIXTURES. TWO TILE AND BRICK
FIREPLACES (MOUNTAIN VIEW ROOM, WESTWARD BEDROOM). MUCH WOODWORK THROUGHOUT.
Setting / Environment: Garden: WOODEN RESIDENTIAL SETTING IN OLIVE NEIGHBOURHOOD (PRE-1925)
LARGE, IRREGULAR LOT WITH MATURE TREES AND SHRUBBERY

HISTORY

Persons: ☐ 59 MIKE ☐ 60 TIMBLE ☐ 73

c. 1910 HOUSE BUILT BY HENNESSEY NEWMAN, A LAND SPECULATOR WHO MOVED
FROM ONTARIO IN 1906, FLO. S.S. 22-22S

1912-1935 NEWMAN SOLD HOUSE TO MIKE TIMBLE IN 1912. TIMBLE

Events: AND HIS SPOUSE, JANET TIMBLE (NEE KLARNS) LIVED HERE UNTIL
1935. THEY HAD 3 CHILDREN, MARK, JUDITH AND GERTIE. MIKE

TIMBLE WAS MANAGER OF LACOMBE'S MERCHANTS BANK OF CANADA
FROM 1915-1935. BOTH MIKE AND JANET TIMBLE WERE BORN IN THE

Northwestern U.S. AND IMMIGRATED TO CANADA IN 1907 TO HOMESTEAD
IN SOUTHERN ALBERTA BEFORE MOVING TO LACOMBE

Trends: 1935-1955 SARA TREMAS PURCHASED THE HOUSE IN 1935 AND
RAN IT AS A SCHOOL DORMITORY FOR CHILDREN FROM SOUTHERN AREAS

ATTENDING THE NELSON SCHOOL IN LACOMBE. CURRENTLY A BOARDING SCHOOL

COMMENTS

OWNER WOULD LIKE TO SELL THE HOME TO THE LOCAL HISTORICAL SOCIETY TO
TURN IT INTO A MUSEUM

SOURCES

- DATE OF CONSTRUCTION TAKEN FROM ASSESSMENT ROLL # 636
- THE LACOMBE STREET CENTENNIAL EDITION, LACOMBE HISTORY PRESS,
1986, PP. 28-32.
- INTERVIEW WITH DAVID TREMAS, SON OF SARA TREMAS, IN LACOMBE
ON JANUARY 16, 1992

Form Completed on: JANUARY 29, 1992 by: CAROL JACKS

Site Inspected on: JANUARY 16, 1992 by: CAROL JACKS

Address: 8203 99 AVENUE, EDMONTON Phone: 466 9742

VII. Comments Section

Give any further comments on the site in this section. Points such as the desirability of the site, future development plans and any other miscellaneous concerns can be made here.

VIII. Sources Section

List all literary sources and references used for the completion of the form. When citing a publication, note the author, title, publisher, date of publication and page number. If you have interviewed an individual, identity the person questioned and the date and place of interview.

Designation Status - Leave Blank.

IX. Information on Recorder

Please indicate the date the recorder completed the form on and list his/her name. Also note the date the site was inspected on and by whom. Finally, list the address and phone number of the recorder who completed the form.

END OF FORM

ARCHITECTURE

Architect / Builder / Patron / Designer / Engineer / Craftsman / Decorator / Contractor

☐ TIMOTHY CLARK ☐ KING

CONTRACTOR: GEORGE L. WILKES

PAINTER: HENNESSY NEWMAN

Foundation FULL BASEMENT
POURED CONCRETE FOUNDATION

Structure WOOD FRAME

Covering CLAPBOARD

Roof Type MEDIUM HIP

Roof Covering ASPHALT SHINGLES

Plan Shape SQUARE

Number of Storeys TWO AND ONE HALF

Exterior Details WAMP BELT AND TERRACE (OPEN) SUPPORTED BY
WOODEN DRILL COLUMNS, LARGE FACADE GABLE DORMER WITH PALLADIAN WINDOW,
TWO SIDE GABLE DORMERS, FLAT ROOF CORNER, TWO CHIMNEYS

Interior Details OAK FLOOR THROUGHOUT HOUSE, ORIGINAL BRASS
HARDWARE ON DOORS, ORIGINAL LIGHT FIXTURES TWO DIE AND BRICK
FIRE PLACES (MAIN LIVING ROOM, KITCHEN BEDROOM), MUCH WOODWORK THROUGHOUT

Setting / Environment / Garden URBAN RESIDENTIAL SETTING IN OLDER NEIGHBOURHOOD (PCE AGE)
LARGE, IRREGULAR LOT WITH MATURE TREES AND SCRUBBERY

HISTORY

Persons ☐ MIKE ☐ TIMBLE

1910 HOUSE BUILT BY HENNESSY NEWMAN, A LAND SPECULATOR WHO MOVED
FROM ONTARIO IN 1905, FOR \$122,000

1912-1935 NEWMAN SOLD HOUSE TO MIKE TIMBLE IN 1912. TIMBLE
AND HIS WIFE, JANET TIMBLE (NEE KIRK) LIVED HERE UNTIL
1935. THEY HAD 3 CHILDREN, MIKE, JOHN AND GERTRUDE. MIKE

TIMBLE WAS MANAGER OF LACOMBE MERCHANTS BANK OF CALGARY
FROM 1915-1935. BOTH MIKE AND JANET TIMBLE WERE BORN IN THE
NORTHWESTERN U.S. AND IMMIGRATED TO CANADA IN 1907 TO HOMESTEAD
IN SOUTHERN ALBERTA BEFORE MOVING TO LACOMBE

Trends 1935-1955 SARA THOMAS PURCHASED THE HOUSE IN 1935 AND
BUILT A SCHOOL DORMITORY FOR CHILDREN FROM SHEAL AREA
ADJOINING THE HILSON SCHOOL IN LACOMBE. CURRENTLY A BOARDING SCHOOL

COMMENTS

OWNER WOULD LIKE TO SELL THE HOME TO THE LOCAL HISTORICAL SOCIETY TO
TURN IT INTO A MUSEUM

SOURCES

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1968, pp. 28-32
3. INTERVIEW WITH DAVID THOMAS, SON OF SARA THOMAS, IN LACOMBE
ON JANUARY 16, 1986

Designation Status ☐

Form Completed on JANUARY 29, 1986 by CAROL JACKS

Site Inspected on JANUARY 16, 1986 by CAROL JACKS








Address 8203-94 AVENUE EDMONTON Phone 466-9742

ARCHITECTURAL FEATURES GUIDE










(Condensed from the Canadian Inventory of Historic Buildings Form,
National Parks and Sites Branch, Parks Canada)

This typology has been completed to assist the recorded in understanding several key architectural terms and construction techniques for filling out the Inventory Site Form. Remember that this is only a guide to terminology, not a definitive list, and one should not confine oneself to the descriptions provided here. Again, if any problems develop with terms, please consult with the Inventory Field Officer for the Historic Sites Service.

Foundation










BASEMENT / FOUNDATION							
							
NONE	CRAWL SPACE ABOVE GROUND LEVEL	CRAWL SPACE BELOW GROUND LEVEL	PARTIAL ABOVE GROUND LEVEL	PARTIAL BELOW GROUND LEVEL	FULL ABOVE GROUND LEVEL	FULL BELOW GROUND LEVEL	
BASEMENT / WALL MATERIAL							
WOOD POST	LOG SILL	MASONRY PIER	RUBBLE	CUT STONE	CONCRETE BLOCK	BRICK	POURED CONCRETE

Structure







EXTERIOR BEARING WALL CONSTRUCTION								
								
VERTICAL LOG	VERTICAL PLANK	HORIZONTAL LOG	HORIZONTAL FINISHED LOG	CORDWOOD	RUBBLE AND TIMBER FRAME	MASONRY AND TIMBER FRAME	COLOMBAGE	NAILED FRAME
EARTH	STONE	BRICK	CONCRETE BLOCK	POURED CONCRETE				

Covering









WOOD

								
VERTICAL PLANK	PANEL OR PLYWOOD	FLUSH BOARD FINISH ONLY	SHIPLAP	ASHLAR IMITATION	BOARD AND BATTEN	CLAPBOARD	SPLIT WEATHERBOARD	SHINGLE







STONE - SHAPE AND COURSING

					
PLAIN FIELDSTONE	SPLIT FIELDSTONE	SLATE OR SHALE	CUT STONE BROKEN COURSE	CUT STONE EVEN COURSE	PANEL























STONE - FINISH









							
NATURAL	SAWN	TOOLED OR HAMMERED	SMOOTHED	POLISHED	ROCK-FACED	RUSTICATED	VEINED OR STAINED

BRICK - BOND

					
HEADER	STRETCHER	ENGLISH	FLEMISH	COMMON	GARDEN WALL

Roof Type

ROOF TYPE									
									
LOW GABLE	MEDIUM GABLE	HIGH GABLE	HIPPED GABLE	GABLE-FLAT	PYRAMIDAL	LOW HIP	MEDIUM HIP	HIGH HIP	GABLED HIP
									
MANSARD, 4 SIDES	MANSARD, 2 SIDES	MANSARD, 1 SIDE	GAMBREL, 1 SIDE	SHED	SALTBOX	FLAT	MONITOR	DOMED	VAULTED OR ARCHED
									
GAMBREL	HIPPED GAMBREL								

ROOF TYPE - SPECIAL SHAPES									
									
CENTRE GABLE (FACADE)	OFFSET GABLE (FACADE)	CROSS GABLE	DOUBLE GABLE (FACADE)	MORE THAN TWO GABLES (FACADE)	ADDITIONAL GABLE (NOT ON FACADE)	TRUNCATED, ANY ROOF TYPE	BELLCAST, ANY ROOF TYPE		

Roof Covering

ROOF SURFACE MATERIAL						
HATCH OR SOD	WOOD SHINGLE	ASPHALT SHINGLE	TAR & GRAVEL	TILE	METAL	SLATE

Plan Shape



















PLAN									
SQUARE	RECTANGULAR LONG FACADE	RECTANGULAR SHORT FACADE	L	U	T	H	CIRCULAR	CENTRE SPACE	PAVILION
RECTANGULAR WITH APSE	RECTANGULAR WITH NARTHEX	RECTANGULAR WITH APSE AND NARTHEX	CRUCIFORM	CRUCIFORM WITH APSE	CRUCIFORM WITH APSE AND NARTHEX				

Number of Storeys













STOREYS									
1	1 1/2	2	2 1/2	3	3 1/2	4 OR MORE	IRREGULAR	SPLIT LEVEL	SPLIT LEVELS
1 FRONT, 2 REAR									

Exterior Details

















SPECIAL WINDOW TYPES - ANY WALL

								
ROUND	HALF-ROUND	QUARTER-ROUND	ELLIPSE OR OVAL	HALF-ELLIPSE	EYEBROW	DIAMOND	SEGMENTAL	BLIND
								
SEMI-ELLIPTICAL	SEMI-CIRCULAR	OGE	POINTED	TRIANGULAR	BAY, BOW OR ORIEL	BAY OR BOW, 2 OR MORE STOREYS	PALLADIAN	FRENCH, SINGLE OR DOUBLE

















TRIM OUTSIDE STRUCTURAL OPENING - HEAD

									
PLAIN FLAT	MOULDED FLAT	DECORATED FLAT	SHAPE	PLAIN LINTEL	FLAT ARCH VERTICAL JOINT	VERTICAL SLATS	KEYSTONE	BOXED CORNER	ENTABLATURE
									
PLAIN PEDIMENT	BROKEN PEDIMENT								















DORMER TYPE - ANY WALL

									
GABLE, FLUSH EAVES	GABLE, PROJECTING EAVES	GABLE, RETURNED EAVES	GABLE, PEDIMENT	HIPPED GABLE	HIP	GABLED HIP	GAMBREL	SHED	FLAT
									
BAY	SWEPT	SEGMENTAL	SEMI-ELLIPTICAL	SEMI-CIRCULAR	TRIANGLE				










ROOF TRIM - VERGES

									
FLUSH VERGES	PROJECTING VERGES	PURLINS EXPOSED	PLAIN FASCIA	MOULDED FASCIA	DECORATED FASCIA	PLAIN SOFFIT	MOULDED SOFFIT	DECORATED SOFFIT	PLAIN FRIEZE
									
DECORATED FRIEZE	BRACKETS	CORBELLED CORNICHE	RETURNED EAVES	PEDIMENT	MOULDED FRIEZE				













ROOF TRIM - EAVES

									
FLUSH EAVES	PROJECTING EAVES	RAFTERS EXPOSED	PLAIN FASCIA	MOULDED FASCIA	DECORATED FASCIA	PLAIN SOFFIT	MOULDED SOFFIT	DECORATED SOFFIT	PLAIN FRIEZE
									
MOULDED FRIEZE	DECORATED FRIEZE	BRACKETS	CORBELLED CORNICHE						
























ROOF TRIM - SPECIAL FEATURES

								
CUPOLA OR LANTERN	BALUSTRADE	FINIAL	URN	SPIRE	CRESTING	DROP OR PENDANT	MONUMENTAL PEDIMENT	SKYLIGHT

MAIN PORCH - SPECIAL FEATURES

					
DORIC CAPITAL	IONIC CAPITAL	CORINTHIAN CAPITAL	COLUMNS	PIERS	ARCADE
					
PLATFORM	RECESS	OPEN PORCH	CLOSED PORCH	OPEN VERANDAH	CLOSED VERANDAH

WALL DESIGN AND DETAIL

							
PLAIN PANEL	ARCADING	FRONTISPIECE	COLUMN OR ENGAGED COLUMN	PIER OR PILASTER	BUTTRESS	SPANDREL	INSCRIPTION OR DATE STONE
							
QUOINS	HALF-TIMBERING	SKIRT-ROOF	COBBLING	PLINTH	ENTABLATURE	PLAIN PARAPET	CRENELLATED PARAPET
							
STEPPED PARAPET	DECORATED PARAPET	CARVING	OVERHANG	BALCONY	BALCONET	UPPER STOREY DOOR	

HISTORICAL INFORMATION SOURCES

The following is a brief discussion of the variety of sources that can be investigated in order to gather information about a building. All sources used should be completely documented with title, author, place of publication, publisher, date published/written, location of material and accession number. Not all the sources listed are appropriate or available for every site.

A. Unpublished Sources

1. Assessment Rolls
 - a) City Hall, City Clerk's Office
 - b) Information: Provides legal description of site (lot, block and plan number) plus the name of the current owner. In some cases they indicate the date of construction, but this information is not always reliable.
2. Certificate of Title and Related Documents
 - a) Alberta Land Titles Office In Edmonton and Calgary
 - b) Information: Certificate of Title of the previous owners of the property.
 - c) Related documents which include caveats against the property and the subdivision plan in which the individual lot is located.
3. Building Permits
 - a) City Hall, City Archives
 - b) Information: date of construction or renovation, construction cost, architect, engineer contractor, owner.
 - c) Find out when building permits were first issued in your area.
 - d) Newspapers: lists of building permits.
4. Homestead Records
 - a) Provincial Archives of Alberta
 - b) Information: a list of buildings constructed on a farm during the "proving up" or establishment period. Usually covers the first 5 years in the building history of the farmstead.

5. Architectural Plans, Drawings and Specifications
 - a) Architect's office or descendent of the firm
 - b) Architect's family papers
 - c) Original owner's family papers
 - d) Public Archives of Canada, Map Collection for federal buildings
 - e) Provincial Archives of Alberta and Alberta Housing and Public Works for provincial buildings and other buildings
 - f) City Hall for municipal buildings
 - g) Architectural Archives, University of Calgary
6. Photographs, Sketches and Prints
 - a) Architect's business or family papers
 - b) Owner's business or family papers
 - c) Provincial Archives of Alberta
 - d) Glenbow Institute
 - e) City Archives
7. Unpublished Biographical Information
 - a) Royal Architectural Institute of Canada
 - b) Alberta Association of Architects
 - c) Architectural Archives, University of Calgary
8. Birth and Death Records
 - a) Provincial Bureau of Vital Statistics
 - b) Church Records (held by the congregation or in the Provincial Archives)
 - c) Cemeteries (Tombstones and records of cemetery companies)
 - d) Geneological Societies
9. Family Papers
 - a) family descendants
 - b) Provincial Archives of Alberta
 - c) Public Archives of Canada
 - d) City Archives
 - e) Glenbow Institute
 - f) Church Archives

B. Published Sources

1. Newspapers and Clippings
 - a) Glenbow Institute
 - b) Provincial Archives of Alberta
 - c) City Archives
 - d) University of Alberta
 - e) Legislative Library
2. Local Histories
 - a) Glenbow Institute
 - b) Provincial Archives of Alberta
 - c) City Archives
3. Magazines
 - a) Canadian Architect and Builder
 - b) Royal Architectural Institute of Canada Journal
 - c) Construction
4. Fire Insurance Maps
 - a) City Archives, Provincial Archives of Alberta, Glenbow Institute
 - b) Information: show location, additions to building, size and materials
5. City Directories
 - a) Public Library, City Archives, Provincial Archives of Alberta, Glenbow Institute
 - b) Information: indicates date when an individual was living at a given address
 - c) Determine when the first directory for your town was published

PROPER PHOTOGRAPHIC RECORDING

1. To help eliminate the chance of misfiling your film, please take an initial photo of card showing the following information:

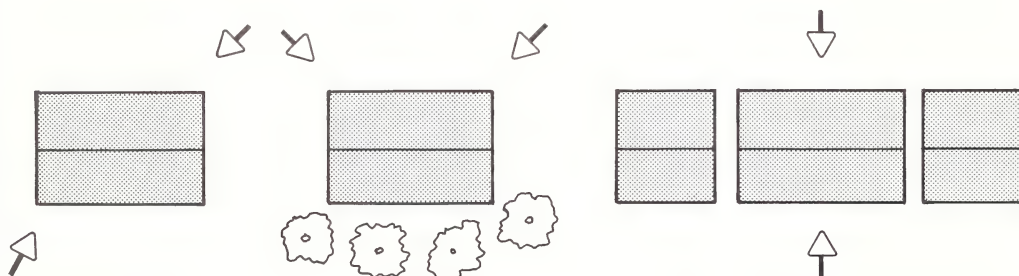
Your Name:

Location of Survey:

Date:

Roll Number: (Use only if the film was issued by Historic Sites Service)

2. In general, 2 views are needed in order to document the structure adequately. The angle of these views will vary with the situation as illustrated here. The number of photographs will also vary with the complexity and interest of the building.



3. To eliminate distortion, try to avoid tilting your camera unless a tree or other obstruction makes it imperative to do so.
4. Use of a standard 50mm lens is preferred, however you may require a wide-angle lens (28mm) to capture a full view in some circumstances.
5. Try to take meter readings close to the building and then step back. This is to prevent the meter from reading too much light from all around the building which will result in an underexposed picture.

AREA SURVEYING INSTRUCTIONS

There are several ways that a survey may be conducted. The most common is to break up the area into equal sections, assigning a unit to each volunteer. Another is to simply start at one side of the community and work your way across it (east to west, north to south). A third system, although more difficult to initially plan, consists of planning from the original core areas of settlement and following the lines of community growth. This method documents the older and often more significant structures first.

Two very important points to remember when planning a survey is to keep it as systematic as possible and clearly define every individual's responsibilities. Periodically, plot your progress on a map. Many groups prefer to have one or two of its members concentrating on the photography, while other members are assigned to the gathering of historical data. Your Inventory Field Officer is available to assist you in planning the most effective surveying technique for your community.

N.L.C. - B.N.C.



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Alberta

CULTURE AND MULTICULTURALISM